



Guidelines for 7-Hour Supervisory Appraiser and Trainee Course *Effective August 21, 2014*

I. General Requirements

- A.** Only Supervisory Appraiser and Trainee Courses approved by the Board pursuant to Title 298 and this guideline shall qualify for inclusion in the number of classroom hours required by the Nebraska Real Property Appraiser Act for eligibility for or renewal of a credential or supervisory appraiser approval.
- B.** Credit for the classroom hour requirement, may be obtained from colleges or universities, community or technical colleges, private post-secondary career schools, real property appraisal or real property-related organizations, state or federal agencies or commissions, proprietary schools, other providers approved by the state certification/licensing agency, or other approved provider subscribing to the Appraiser Qualifications Board (AQB) Course Approval Program.
- C.** A Board-approved seven-hour Supervisory Appraiser and Trainee Course successfully completed by a certified real property appraiser for approval as a supervisory appraiser shall be approved by the Board as continuing education no more than once during each two-year continuing education period.
- D.** In addition to the Supervisory Appraiser and Trainee Courses directly approved by the Board, the Board may accept Supervisory Appraiser and Trainee Courses conducted in another jurisdiction in which the activity is approved to meet the requirements for the Supervisory and Trainee Course in such other jurisdiction, if that jurisdiction has adopted and enforces standards for the course that are equivalent to the standards established by these guidelines.

II. Education Provider Requirements

- A.** All providers of the Supervisory Appraiser and Trainee Course must comply with the Nebraska Private Postsecondary Career Schools Act, NEB.REV.STAT § 85-1601, et seq. as applicable.
- B.** The provider must submit to the Board a properly completed application for approval of a Supervisory Appraiser and Trainee Course offering on forms provided by the Board and the provider must meet all other applicable laws found in the Real Property Appraiser Act.
- C.** Decisions of the Board to deny approval of a Supervisory Appraiser and Trainee Course offering may be reviewed by the Board when such review is requested within 20 days of notification of denial. The Board may at any time reevaluate an approved course. If a basis for reconsideration of denial or revocation of approval is found, the Board must notify the provider by mail at least 20 days prior to holding a hearing on the denial or revocation, and such review must be held in the same manner as provided for complaints as set forth in Title 297 of the Rules and Regulations.
- D.** After initial approval, approval of a substantial change, or renewal of approval of a Supervisory Appraiser and Trainee Course, the provider must submit to the Board in advance of offering the activity, a notice of the scheduling of the activity.
- E.** All approved Supervisory Appraiser and Trainee Courses must be resubmitted for approval and reviewed every five years by the Board unless substantial changes are made in the activity prior to that time. If such changes are made, the activity must be submitted for review and approval. All materials submitted shall be retained by the Board.
- F.** Each provider must keep attendance records in a manner intended to insure full-time attendance by students.
- G.** A document certifying satisfactory completion must be issued to each student upon completion of the Supervisory Appraiser and Trainee Course. The document must display all information required by the Board, including, but not be limited to, name of provider, signature of provider and/or instructor, name of course, course number, hours of credit, dates of course, pass or fail statement (if applicable), and name of student.
- H.** Complete and accurate records must be established and maintained by each provider, as prescribed by the Board, for each individual student for five years following course presentation.

- I.** An alphabetical listing of the names and addresses of students who have met the requirements of completion of a Supervisory Appraiser and Trainee Course approved by the Board must be submitted to the Board within 90 days of the conclusion of the course. Such listing shall constitute the provider's certification that the list includes only attendees who have met all attendance, completion, and examination requirements.
- J.** All providers of the Supervisory Appraiser and Trainee Course must submit, with their request for approval of each course, a non-refundable fee of \$25. A non-refundable fee of \$10 must be submitted with each application for five-year renewal of each Supervisory Appraiser and Trainee Course.
- K.** Education providers who fail to meet the student attendance reporting requirements to the Real Property Appraiser Board are subject to the following disciplinary actions:
 - 1.** Education providers shall be given a written notice delivered by certified mail that they have 30-day to meet the reporting obligations.
 - 2.** Failure after the 30-day notice shall result in a 90-day suspension of all approvals for education offerings following Board approval. Publish suspension status on the NRPAB education schedule to prevent students from completing education for which they will not receive credit.
 - 3.** Failure to meet obligations after suspension will result in termination of all rights and privileges following Board approval.
 - 4.** The Board will forward notice of withdrawal of approval to the Department of Education.

III. Instructor Requirements

- A.** Each instructor of the 7-Hour Supervisory Appraiser and Trainee Course must meet all applicable requirements specified in 298 NAC Chapter 4, Section 003, and:
 - 1.** Be a certified real property appraiser in good standing;
 - 2.** Have an instructional background in real property appraisal education;
 - 3.** Be an AQB Certified Uniform Standards of Professional Appraisal Practice Instructor; and
 - 4.** Have at a minimum, 5 years of real property appraisal experience.

- B.** Instructors of approved Supervisory Appraiser and Trainee Courses may use such instruction toward meeting the continuing education requirement, subject to all other restrictions set forth in Title 298. No course may be counted more than once in any four year period.

IV. Course Requirements

A. Approval

- 1.** The 7-Hour Supervisory Appraiser and Trainee Course must be completed in a classroom, and not online or by correspondence.
- 2.** For purposes of determining the qualified hours, an hour means 60 minutes, at least 50 minutes of which is devoted to actual classroom instruction. At least a one-half hour break shall be given to students by no later than the end of four hours of class in any day.
- 3.** Criteria for approval of 7-Hour Supervisory Appraiser and Trainee Course shall be as follows:
 - a.** The provider must submit a complete application as prescribed by the Board and the provider must meet all other applicable laws.
 - b.** Along with the application, the provider must submit the follow information:
 - i.** A course description, which clearly describes the content of the course;
 - ii.** A course matrix reflecting hours of credit per module(s) and subtopic(s);
 - iii.** An outline that accounts for the general flow and recommended time spent on topics contained within a course;
 - iv.** A statement of learning objectives, which clearly state the specific knowledge and/or skills students are expected to acquire by completing the course;
 - v.** A student and instructor materials to be used that cover the subject matter In sufficient depth to achieve the stated course learning objectives, provide appropriately balanced coverage of the subject matter in view of the stated course learning objectives and module(s)/subtopic(s);
 - vi.** A copy of the final examination that contains a sufficient number of questions to adequately test the subject matter covered, and the questions must test at a difficulty level appropriate to measure student achievement of the stated course learning objectives;

vii. A written attendance policy that requires student attendance to be verified in accordance with Title 298 and these guidelines; and

viii. A written policy regarding instructor qualifications.

ix. Evidence that instructor is an AQB Certified USPAP Instructor.

c. Successful completion of the examination requires the student to answer a minimum of 70% of the examination questions correctly.

d. The provider shall require full attendance by all students at each class session and shall take attendance at all sessions. Full attendance shall mean attendance for 100 percent of each class session.

B. Course Objectives

1. The course must provide adequate information to ensure the Supervisory Appraiser understands the qualifications and responsibilities of that role. Specifically, that the student understands:

a. Minimum qualifications for becoming and remaining a Supervisory Appraiser;

b. Jurisdictional credentialing requirements for both Supervisory Appraisers and Trainee Real Property Appraisers;

c. Expectations and responsibilities of being a Supervisory Appraiser;

d. Basics of the Uniform Standards of Professional Appraisal Practice (USPAP); and

e. Responsibilities and requirements of a Supervisory Appraiser in maintaining and signing all appropriate Trainee Real Property Appraiser experience logs; and

f. Expectations and responsibilities of the Trainee Real Property Appraiser.

2. The course must provide adequate information to ensure the Trainee Real Property Appraiser understands the qualifications and responsibilities of that role. Specifically, that the student understands:

a. Minimum qualifications for becoming a Trainee Real Property Appraiser;

b. Jurisdictional credentialing requirements for Trainee Real Property Appraisers;

- c. Minimum qualifications for becoming and remaining a Supervisory Appraiser;
- d. Processes and roles of the entities involved in establishing qualifications for credentialed appraisers;
- e. Expectations and responsibilities of the Trainee Real Property Appraiser;
- f. Qualifications to become a credentialed appraiser;
- g. Basics of the Uniform Standards of Professional Appraisal Practice (USPAP); and
- h. Responsibilities and requirements of a Trainee Real Property Appraiser's role in maintaining and signing all appropriate Trainee Real Property Appraiser experience logs.

A. Required Course Content

1. Qualification and Credentialing Entities

- a. Overview of the role of The Appraisal Foundation.
- b. Overview of the role of the AQB in establishing qualifications for real property appraisers.
- c. Overview of a jurisdiction's role in issuing appraiser credentials and disciplining appraisers.
- d. Specific information regarding the regulatory structure of the individual Jurisdiction.
- e. Overview of the role of professional appraiser organizations.

2. Qualifications for Appraiser Credentials

- a. Overview of the minimum qualifications for real property appraisers, including the education, experience and examination requirements for the following categories:
 - i. Trainee Real Property Appraiser
 - ii. Licensed Residential Real Property Appraiser
 - iii. Certified Residential Real Property Appraiser

- [illegible]

- f.** The expectations and responsibilities of the Supervisory Appraiser to accompany the Trainee Real Property Appraiser on all inspections until the Trainee Real Property Appraiser is competent to conduct inspections independently, and has met all specific requirements pertaining to property inspection established by the credentialing jurisdiction;
 - g.** The expectations and responsibilities of the Supervisory Appraiser to monitor and provide assignments and duties that ensure the Trainee Real Property Appraiser is developing an understanding and progression of knowledge and experience of valuation methodologies and approaches to value applicable to the level of credential to be obtained;
 - h.** The expectations and responsibilities of the Supervisory Appraiser to verify that the Trainee Real Property Appraiser is properly identified and acknowledged in the appraisal report in compliance with USPAP requirements;
 - i.** The expectations and responsibilities of the Supervisory Appraiser to immediately notify the Trainee Real Property Appraiser if the Supervisory Appraiser is no longer qualified to supervise and/or sign the Trainee Real Property Appraiser's experience log
- 4.** Requirements, expectations and responsibilities of the Trainee Real Property Appraiser. At a minimum, the course materials must include and discuss the following topics:
 - a.** The expectations and responsibilities of the Trainee Real Property Appraiser to have a basic understanding of the minimum requirements to become a Trainee Real Property Appraiser;
 - b.** The expectations and responsibilities of the Trainee Real Property Appraiser to have an understanding about the importance of selecting an appropriate Supervisory Appraiser. Points covered shall include:
 - i.** The Supervisory Appraiser-Trainee Real Property Appraiser relationship is a long-term commitment by both parties;
 - ii.** The Trainee Real Property Appraiser is inherently connected to the "good standing" of the Supervisory Appraiser;
 - iii.** The importance of selecting a Supervisory Appraiser with the experience and competency that best matches the Trainee Real Property Appraiser's selected credentialing path;
 - iv.** Options for the Trainee Real Property Appraiser if a Supervisory Appraiser is no longer qualified to serve as a Supervisory Appraiser

- c. The expectations and responsibilities of the Trainee Real Property Appraiser to have an understanding of how to determine if an appraiser is qualified and in good standing to be a Supervisory Appraiser by searching the Appraisal Subcommittee (ASC) National Registry and/or jurisdictional websites;
 - d. The expectations and responsibilities of the Trainee Real Property Appraiser to understand it is the Supervisory Appraiser's responsibility to monitor the progression of the Trainee Real Property Appraiser's education and experience necessary to achieve the Trainee Real Property Appraiser's selected credentialing path;
 - e. The expectations and responsibilities of the Trainee Real Property Appraiser to understand it is the Supervisory Appraiser's responsibility to provide assignments and duties that ensure the Trainee Real Property Appraiser is developing an understanding and progression of knowledge and experience of valuation methodologies and approaches to value applicable to the level of credential to be obtained;
 - f. The expectations and responsibilities of the Trainee Real Property Appraiser to understand the responsibilities of both the Trainee Real Property Appraiser and the Supervisory Appraiser in properly documenting all appropriate Trainee Real Property Appraiser's experience logs; and
 - g. The expectations and responsibilities of the Trainee Real Property Appraiser to understand the Supervisory Appraiser must accompany the Trainee Real Property Appraiser on all inspections until he or she is competent to conduct inspections independently, and has met all requirements pertaining to property inspection established by the credentialing jurisdiction.
- 5. Two hours of elective real property appraiser education as determined by the provider. The Board strongly recommends that this additional education covers State law and regulations, and the effect on Supervisory Appraisers and Trainee Real Property Appraiser. This section may include the following topics:
 - a. Overview of state laws, regulations, and policies pertaining to real property appraisal practice;
 - b. Overview of the investigation process, including how it pertains to the following:
 - i. A grievance against a Trainee Real Property Appraiser;
 - ii. A grievance against Supervisory Appraiser;

- c.** Acts or omissions considered grounds for disciplinary action or denial of an application.
- d.** Formal complaints, formal hearings, and administrative law.
- e.** Appraisal Management Companies and the laws pertaining to.